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MEMORANDUM FOR: Project Director

SUBJECT   : Teleconference Scheduling

1. A teleconference facility between the Operations Center and the First Air Weather Reconnaissance Squadron at Lakenheath has been established and tested. This facility consists of off-line equipment with encipherment for greater reliability but will provide rapid exchange of ideas and information between the two locations.

2. Teleconferences require additional commitment of circuit equipments and personnel at each location. Arrangements must be made prior to a teleconference to insure functioning of circuit equipments and scheduling of the necessary additional personnel. Also, Commanding Officers and their Staff Officers should prepare material in advance of teleconferences in order to effectively utilize teleconference circuit time.

3. The following recommendations are therefore proposed regarding teleconferences:

   a. Establishment of a regularly scheduled teleconference time; preferably once each week during the early part of the week when traffic volumes are usually lowest.

   b. Presentation of material to be discussed within the first message so that both groups are aware of the scope of the teleconference at the earliest practicable time.

   c. Limiting teleconferences to the scheduled time only unless extreme emergency dictates the calling up of an extra-schedule teleconference. In such case, only a designated Senior Officer, who is cognizant of the effort required to maintain teleconferences, should be authorized to request an extra-schedule teleconference.

   d. Notification at the earliest possible time that a regularly scheduled teleconference is not required and should be cancelled. This will permit an advisory message to be sent to the other party and avoid unnecessary effort and scheduling of additional communications personnel.

4. The Project Director is requested to advise the Project Communications Officer at the earliest possible date regarding his desires for teleconference service so that the necessary arrangements can be made to support teleconferences.

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Project Communications Officer